

# **Massachusetts State Police Academy**



## **Special State Police Officer's Student Manual**

## **TABLE OF CONTENTS**

### **1. ACADEMY LIFE**

1.1. FUNDAMENTAL TRAINING VALUES	1
1.2. STATE POLICE ACADEMY CODE OF HONOR	1
1.3. STATE POLICE COURTESY AND TRADITIONS	2
1.4. COMMAND AND LEADERSHIP	3
1.5. SALUTES	3
1.6. ADDRESSING PERSONNEL/CLASSROOM REGULATIONS	4
1.7. STUDENT OFFICER MOVEMENT	8
1.8. PERSONAL APPEARANCE	8

### **2. ATTENDANCE**

2.1. POLICY	10
2.2. DUTY HOURS	10
2.3. DISMISSAL	11
2.4. ATTENDANCE and PARTICIPATION STANDARDS	12

### **3. ACADEMY COMPOUND**

3.1. FIRE REGULATIONS	13
3.2. RESTRICTED AREAS	13
3.3. ROOM REGULATIONS	14
3.4. ROOM CHANGES	15
3.5. INSPECTIONS	15
3.6. DINING HALL PROTOCOL	17
3.7. COLOR DETAIL	17
3.8. TRANSPORTATION AND PARKING	17

<b>4. <u>BEHAVIOR</u></b>	
4.1. HARASSMENT, DISCRIMINATION, AND WORKPLACE VIOLENCE	19
4.2. CAUSING SERIOUS BODILY INJURY	20
4.3. FRATERNIZATION	20
4.4. POLICE POWERS	20
4.5. OUTSIDE EMPLOYMENT	21
4.6. SUBSTANCE USE	21
4.7. PROFANITY	22
<b>5. <u>OUTSIDE CONTACT</u></b>	
5.1. VISITATION	23
5.2. TELEPHONE USE	23
5.3. MAIL CALL	23
<b>6. <u>PERFORMANCE ASSESSMENT AND TESTING</u></b>	
6.1. NOTEBOOK REGULATIONS	25
6.2. ASSESSMENT AND TESTING	26
6.3. BULLETIN BOARD	28
6.4. INJURY AND ILLNESS/FITNESS GUIDELINES	28
6.5. WEATHER REGULATIONS	30
6.6. DISCIPLINARY PROCEDURES/CODE	32
6.7. PEER EVALUATIONS	37
<b>7. <u>LEAVING THE PROGRAM</u></b>	
7.1. RESIGNATION	38
7.2. EXIT INTERVIEW PROCESS	38
7.3. INTERNAL REVIEW BOARD	39
7.4. DISMISSAL FROM THE TRAINING PROGRAM	40

## **1. ACADEMY LIFE**

### **1.1. FUNDAMENTAL TRAINING VALUES - The Massachusetts State Police**

Academy has adopted the fundamental training values of public service, respect, integrity, discipline and equality. The PRIDE model is integrated into all formal and informal training at the Academy. The model is applied as follows:

- 1.1.1. Public Service - The academy training program is designed to instill a "spirit of public service" in student officers. Student officers will understand that they are training to become public servants responsible for addressing the public safety needs of those they serve. Training will focus on problem solving and preparing student officers to identify and develop solutions to public safety issues in concert with those impacted by their decisions.
- 1.1.2. Respect - Student officers will exhibit and reinforce behavior that demonstrates a sense of respect towards all individuals.
- 1.1.3. Integrity – Student officers will conduct themselves in a manner that exhibits "excellence in character" and an adherence to a strict ethical code. Student officers will conduct themselves in a polite, courteous and professional manner at all times.
- 1.1.4. Discipline - Training will reinforce the importance of attention to detail. The necessity for self-control and incident specific demeanor will be an integral part of all instruction and all interactions throughout the training program.
- 1.1.5. Equality - Student officers will model and reinforce an attitude that fosters uniformity, impartiality and equality.

### **1.2. STATE POLICE ACADEMY CODE OF HONOR**

- 1.2.1. "STUDENT OFFICERS ARE PERSONS OF INTEGRITY. THEY DO NOT LIE, CHEAT, OR STEAL"
- 1.2.2. The Code of Honor is a statement that embodies the essential qualities of integrity which shall be required of all student officers. Student officers are expected to adhere to the Code of Honor in all aspects of the training program as part of the training and educational process to become a Special State Police Officer.

- 1.2.3. The purpose of the Code of Honor is to develop and reinforce the fundamental qualities necessary to serve the citizens of the Commonwealth as special state police officers. These qualities include: honesty, dedication to duty, commitment to ethical conduct, respect for constitutional rights, professionalism, self-motivation, pride, courage, and fairness.
- 1.2.4. Integrity is defined as "wholeness" and an excellence in character that encompasses these fundamental qualities combined with the ability to maintain these qualities in the face of adversity or temptation.
- 1.2.5. Honor describes the state of an individual's character whereby the highest level of integrity has been reached and is therefore deserving of the respect and confidence of one's peers.
- 1.2.6. One of the key objectives of the educational process at the State Police Academy is to instill the ideals of integrity and honor in its student officers. The State Police Academy strives to offer a challenging environment within which its student officers develop the highest standards of law enforcement professionalism.
- 1.2.7. Violations of the Code of Honor and failure to take appropriate action regarding known violations of the Code of Honor are considered serious offenses under the State Police Academy Disciplinary Code.

### **1.3. STATE POLICE COURTESY AND TRADITIONS**

- 1.3.1. The Massachusetts State Police is a para-military organization with courtesies and traditions that set it apart from civilian life. State Police courtesy extends beyond the common courtesy all citizens should adhere to, it is a practice that is necessary for the preservation of morale, esprit de corps, and discipline. Strict discipline and demanding performance have been a part of Massachusetts State Police training since 1921.
- 1.3.2. State Police courtesy and traditions are used between superiors and subordinates to express respect for each other. Respect breeds respect, and State Police courtesy promotes professionalism. The SSPO Academy adheres to this tradition.

## **1.4. COMMAND AND LEADERSHIP**

- 1.4.1. Police departments bear the responsibility of responding to and effectively managing emergencies. The SSPO Academy training program conditions personnel to report in a timely manner, assemble in an organized fashion, recognize commanding officers and carry out orders effectively through the use of a structured leadership training environment.
- 1.4.2. Individual efforts alone will not ensure success. Teamwork is an essential element. The Academy utilizes military drill and civil disturbance training to prepare its student officers to work together as a team to meet challenges in an organized and unified manner. On the drill field student officers learn to recognize rank, follow orders, and become familiar with formations and techniques necessary to effectively respond to civil disturbances and other emergency situations. In addition, student officers learn to control their emotions during the performance of their duties under the pressures and stresses of the task at hand.
- 1.4.3. The Academy atmosphere is purposefully designed to develop teamwork, build esprit de corps and assist student officers in making the transition from civilian life to the challenges of a career as a police officer.
- 1.4.4. During the early phases of training, student officer behavior is closely monitored and guided to foster disciplined performance. As training progresses and the desired performance is achieved, the training program is gradually modified to provide student officers with increasing degrees of autonomy and authority. This gradual progression assists student officers in the development of problem-solving ability, self-reliance and leadership.

## **1.5. SALUTES**

- 1.5.1. GENERAL - Salutes rendered by hand or weapons are courtesies that have been expressed by uniformed personnel from ancient times to the present. The salute has two purposes. It is used as a greeting between uniformed personnel and as a gesture of respect between subordinate and superior.

Salutes are rendered by the subordinate approximately six paces from the senior officer. All salutes are held until acknowledged.

1.5.2. SALUTING COMMISSIONED OFFICERS - All student officers are required to salute all uniformed Staff and Commissioned Officers, who are then required to return the salute.

1.5.3. SALUTING ENLISTED PERSONNEL - Salutes will be exchanged between personnel during formations when attendance reports are rendered. For example, when a student officer in formation and acting as a squad leader, renders an attendance report after having been directed to report, he/she will turn his/her head toward the staff member receiving the report and salute while communicating the attendance report, i.e. (salute) "Sir/Ma'am, First Squad all present, Sir/Ma'am."

1.5.4. SALUTING OUTDOORS - Salutes are exchanged outdoors between personnel when in uniform and covered.

1.5.5. SALUTING INDOORS - Salutes are rendered indoors between personnel engaged in drill and ceremony in areas used for drill, such as a gymnasium or large hall.

1.5.6. HONORS TO THE NATION - Personnel in uniform will render salutes to pay honor to the nation:

1.5.6.1. During reveille and retreat ceremonies;

1.5.6.2. During times when the National Anthem is played outdoors;

1.5.6.3. During times when personnel are on duty and in uniform indoors at an athletic event or other such gathering while the National Anthem is played.

1.5.6.4. When the National Anthem is played, personnel who are not in uniform will come to the position of attention. When wearing a cover, non-uniformed personnel will uncover with the right hand and hold the cover below the left shoulder.

## **1.6.ADDRESSING PERSONNEL/CLASSROOM REGULATIONS**

1.6.1. Student officers will address members of the Academy Staff and all other personnel associated with the Academy as "Sir" or "Ma'am". Whenever a student officer addresses or responds to a member of the Academy Staff, Academic Instructor, or other personnel associated with the Academy, they will preface and conclude their conversation with "Sir" or "Ma'am".

1.6.2. ADDRESSING PERSONNEL DURING ACADEMIC CLASSES - Whenever a student officer is attending or participating in an academic class and desires to speak with or question an instructor, the student officer will raise his/her right hand with fingers extended and joined. When acknowledged by the instructor, the student officer will stand and will identify him/herself stating, "Sir/Ma'am, Student Officer Jones, Sir/Ma'am", prior to engaging in conversation. This identification shall only be done the first time the student officer addresses the instructor each training iteration, unless advised otherwise by the instructor.

### **1.6.3. ADDRESSING PERSONNEL OUTSIDE ACADEMIC CLASSES**

1.6.3.1. Whenever a student officer desires to speak with any member of the Academy Staff outside of the classroom, the student officer will approach the staff member, come to the position of attention and state "Sir/Ma'am, Student Officer Jones requests to speak to Trooper Smith, Sir/Ma'am". When acknowledged, the student officer will remain at the position of attention until instructed otherwise.

1.6.3.2. Whenever a student officer is outside of the classroom and is addressed by a member of the Academy Staff, Academic Instructor or personnel associated with the Academy, the student officer will stop whatever he/she is doing and will come to the position of attention. The student officer will remain at the position of attention until issued an alternative command or dismissed by the staff member. Student officers will not initiate or engage in conversation with persons not associated with the Academy staff or training program. This includes uniformed State



Police Officers who are attending other training programs at the Academy. If a person whom they do not recognize as associated with the Academy Staff or the training program approaches a student officer, the student officer will politely state that he/she is prohibited from engaging in conversation with non-academy personnel. Should the individual persist in an attempt to speak to the student officer, the student officer is to immediately report the incident to an Academy Staff Instructor.

1.6.3.3. Whenever a student officer comes within six to eight paces of an Academy Staff Instructor while walking or double-timing, the student officer will stop and render the greeting of the day, such as "Sir/Ma'am, Good Morning, Sir/Ma'am." Once acknowledged the student officer will continue on. If student officers are moving in a formation, only the first student officer will render the greeting-of-the-day. Once acknowledged the entire formation will pass the Academy Staff Instructor. Greetings-of-the-day will be rendered both inside and outside Academy buildings and may be suspended when authorized by the Senior Drill Instructor.

1.6.3.4. Whenever a student officer is directed to report to an Academy Staff member's office, the student officer will remain outside the office, knock three times on the right doorjamb and state clearly "Sir/Ma'am, Student Officer Jones requests to speak to Trooper Jones, Sir/Ma'am". The student officer will remain at the position of attention outside the doorway until directed to enter.

1.6.4. The Director OF Specialized Training may modify policies relating to the addressing of personnel to correspond with the current phase of training.

1.6.5. COURTESIES TO ACADEMY STAFF - Whenever a member of the Academy Staff enters the residential area or any other indoor area where student officers are congregated, the first student officer to observe the Staff Instructor will clearly announce "Attention on Deck." All student officers in the area will come to the position of attention and await instructions. When "Attention on Deck" is called out in the residential area, all student officers will

fall outside their rooms and stand on either side of the -door at the position of attention. Student officers that are indisposed in the head/shower area will finish their business prior to falling out. The entering Staff Instructor may address the student officers, or may render the command of "Carry On" at which time the student officers may go about their business. If a Staff Instructor is already in the area and a second Staff Instructor enters, student officers need not announce the presence of the second instructor. When "Attention on Deck" is announced in any other indoor area, student officers will come to the position of attention and when advised to "Carry On" may resume their duties. "Attention on Deck" will not be announced at any time between Taps and Reveille.

#### 1.6.6. CLASSROOM REGULATIONS

- 1.6.6.1. When reporting to class, student officers will file into the classroom in an orderly manner, take seats, and prepare study materials for class.
- 1.6.6.2. Upon entry of the instructor, the first student officer to observe the instructor will clearly announce "Attention on Deck" and all talking will cease. Student officers who are seated will place both hands palms down on the desktop, feet will be placed flat on the floor and both head and eyes will be focused straight ahead in the seated position of attention. Student officers who are standing will assume the standing position of attention. Once the instructor gives the command "At Ease", all student officers will take seats and remain quiet in preparation for class. Covers will be placed on the front right-hand corner of the desk with visors facing forward. Student officers will center their name cards in front of them at the front edge of the desktop.
- 1.6.6.3. If the instruction is to be held outdoors, the class will fall into a formation at the designated location under the direction of a Drill Instructor. Upon arrival of the Academic Instructor, the Drill Instructor will make the appropriate report and turn the class over to the Academic Instructor.

- 1.6.6.4. When the instructor indicates that the lesson is over and dismisses the class, the student officers will exit the classroom in an orderly fashion and proceed to their next scheduled class. Covers will be tucked into the trouser belt line in the small of the back upon exiting the classroom.
- 1.6.6.5. Student officers will use break time to make head calls and fill their personal water containers.
- 1.6.6.6. If on break outside the classroom and a member of the Academy Staff approaches a group of student officers, the first student officer to observe the staff member will clearly announce "Attention on Deck". Student officers will remain at the position of attention until directed otherwise by the staff member.
- 1.6.6.7. It will be each student officer's responsibility to arrive at the scheduled classes in a timely manner.

## **1.7. STUDENT OFFICER MOVEMENT**

### **1.7.1. INSIDE**

- 1.7.1.1. Student officers will walk along the right side of corridors while inside Academy buildings and will "square" their corners unless directed otherwise. Instruction on the "squaring" of corners will be provided.
- 1.7.1.2. Running on stairways is prohibited. Student Officers will use handrails when moving on the stairs. Student officers will not converse in the corridors. Student officers will utilize the right side of the stairway.

### **1.7.2. OUTSIDE**

- 1.7.2.1. When moving from classroom to classroom outdoors, student officers will proceed at double-time pace using the Rear Company Street. Student officers will be covered when outdoors.
- 1.7.2.2. Double-time will be suspended during the period immediately following mealtimes, and when snow, ice or weather conditions make it unsafe to do so.
- 1.7.2.3. The tunnels connecting the main classroom buildings will be used during inclement weather at the direction of staff personnel.

## **1.8.PERSONAL APPEARANCE**

- 1.8.1. Student officers will be prepared for inspection at all times and will conform to the following standards while at the academy:
- 1.8.2. Student officers will shower following scheduled physical training.
- 1.8.3. Student officers will maintain proper oral hygiene.
- 1.8.4. Student officers will maintain proper body hygiene.
- 1.8.5. Student officers will ensure fingernails and toenails are clean and trimmed as directed.
- 1.8.6. Makeup or cosmetics will not be worn.
- 1.8.7. False eyelashes will not be worn.
- 1.8.8. Fingernail polish will not be used.
- 1.8.9. Hair will be groomed and maintained as directed.
- 1.8.10. Male student officers will be clean-shaven.
- 1.8.11. Jewelry, pins, necklaces and/or bracelets will not be worn, with the following exceptions:
  - 1.8.11.1. Wristwatches
  - 1.8.11.2. Medical alert bracelets
  - 1.8.11.3. Wedding rings
  - 1.8.11.4. Religious necklaces and medals worn beneath the shirt and out of view
- 1.8.12. The complete and proper designated duty uniform will be worn at all times, unless otherwise specified. All leather gear will be highly polished. All extraneous threads will be removed from uniforms.

## **2. ATTENDANCE**

### **2.1. POLICY**

- 2.1.1. Attendance throughout the entire student officer training program is mandatory. With the exception of weekend or evening leave, student officers may not leave the Academy or other training location without prior approval of the Director of Specialized Training. All requests for additional leave will be forwarded to the Director of Specialized Training for approval at least 48 hours prior to the requested leave. The request will be in To/From format and will specify the reason for the required absence. If an emergency arises requiring immediate leave, and the Director of Specialized Training is not immediately available, the senior officer on duty may approve a request for leave. In all cases of additional leave, the student officer will report to the Duty Officer at the front desk who will log the leave in the Daily Administrative Journal.
- 2.1.2. In all cases of additional leave the student officer will notify the desk officer at (508) 867-1000 or in person of his/her absence and the reason for the absence. Absence from the program without prior approval of the absence could result in removal from the program.

### **2.2. DUTY HOURS**

- 2.2.1. The Special State Police Officer Academy hours are 0700 hours to 1530 hours, Monday through Friday. During certain specialized training programs, the Director of Specialized Training may modify the schedule upon giving prior notice.
- 2.2.2. Commuting student officers will assemble at the assigned parking area prior to 0700 and enter the Academy as one group. One student officer will advise the desk officer of their arrival.
- 2.2.3. Student Officers may arrive or depart the State Police Academy facility during normal operational hours. All Student Officers will enter via the main door entrance at the front desk area located in B Building to be logged in for duty. He/she will then report to their assigned rooms and change into the

uniform of the day. All Student Officers will be prepared to fall into platoon formation at 0700 hours.

2.2.4. Although Student Officers are not required to stay on Academy grounds overnight, those Student Officers that request overnight accommodations are subject to an Academy curfew of 2100 hours. Lights out will be at 2130 hours.

2.2.5. Student Officers electing to make use of overnight accommodations at the Academy are subject to all rules, regulations, policies and procedures set forth in this manual at all times.

## **2.3. DISMISSAL**

2.3.1. The SSPO Training Class will be dismissed from troop formation each day. Student officers will ensure the following have been completed prior to dismissal:

2.3.1.1. Rooms and assigned common areas have been policed,

2.3.1.2. All lights have been turned off in the assigned residential areas and,

2.3.1.3. All windows have been closed in the assigned residential areas

2.3.2. Student officers will assemble in a troop formation on the Rear Company Street, weather permitting. Roll call will be taken for accountability. Final information and instructions will be passed on. The class will be dismissed for leave after all administrative matters have been completed.

2.3.3. Student officers will conduct themselves in a manner consistent with the standards of the Massachusetts State Police while on leave. Student officers will not bring the reputation of the State Police Academy into question in any manner. Student officers are required to report any incident involving police contact which occurs during the training program in To/From format to the Director of Specialized Training. This will include any stop or detention by any police agency for any violation of criminal or civil law, including motor vehicle infractions, and any detention or questioning relating to any civil or criminal matter, whether or not the student officer has reason to believe he/she is under investigation. Failure to report these matters to the Director of Specialized Training immediately following the incident, or immediately upon

returning to the Academy, will be recognized as a violation of the academy disciplinary policy.

- 2.3.4. Commuting officers will assemble on their decks after the 1530 dismissal and exit the Academy as one group. One student officer will advise the desk officer of their departure.

## **2.4. ATTENDANCE and PARTICIPATION STANDARDS**

- 2.4.1. Student officers are required to attend and participate in all aspects of the training program.
- 2.4.2. It is understood that the rigors of the training program may result in the need to modify the duty status of a student officer for reasons including sickness or injury. There are three levels of duty status while in training at the academy.
- 2.4.2.1. Full Duty - The student officer is capable of participating in all training activities.
- 2.4.2.2. Modified Duty - The student officer is capable of participating in most training activities.
- 2.4.2.3. No Duty - The student officer is incapable of participating in any level of training.
- 2.4.3. A student officer will be credited with completion of an activity when there is both participation and benefit.
- 2.4.4. Participation is defined as the capability of executing a skill or activity at the required intensity level.
- 2.4.5. Benefit is defined as the achievement of the desired physical or conceptual skill as a result of completing the activity.
- 2.4.6. In the event a student officer is granted an absence from the training program, remedial instruction will be made available for the hour(s) missed for each course. It is the responsibility of the student officer to obtain all materials and information that is necessary to achieve the required proficiency or skill level.
- 2.4.7. Any student officer who fails to meet acceptable performance standards will be subject to dismissal from the Academy program.

### **3. ACADEMY COMPOUND**

#### **3.1. FIRE REGULATIONS**

- 3.1.1. Student officers are responsible for fire safety. Fire extinguishers are provided at strategic locations throughout the Academy. Student officers will familiarize themselves with the locations and operating instructions of fire suppression equipment.
- 3.1.2. In the event of a fire alarm while in class, student officers will follow the directions of the instructor. In the absence of an instructor, student officers will report in an orderly manner to the Rear Company Street and assemble in a Troop formation.
- 3.1.3. In the event a fire alarm sounds while in the residential or other area of the Academy, student officers will proceed by the safest and most direct route to the Rear Company Street. The student officers will fall into a troop formation. Squad leaders will take accountability and report the name(s) of missing student officers to Academy Staff.
- 3.1.4. Student officers that become aware of an actual fire will activate one of the alarm boxes located throughout the Academy. If safe to do so, the student officer will alert all occupants of the building and contact a member of the Academy Staff.
- 3.1.5. In the event of a bomb threat, the receiving party will notify a member of the Academy Staff immediately.

#### **3.2. RESTRICTED AREAS**

- 3.2.1. The following areas are restricted to student officers as indicated:
  - 3.2.1.1. Administrative Offices - All Academy administrative offices are off limits to student officers unless a student officer has business with a particular Staff member or is directed to an office by a member of the Academy Staff.
  - 3.2.1.2. Vending machines - Student officers are restricted from use of all vending machines unless directed otherwise.



- 3.2.1.3. Supply Section - Student officers are restricted from all supply areas unless accompanied by an Academy staff member.
- 3.2.1.4. Living Quarters (vacant rooms) - Student officers are restricted from entering any vacant room
- 3.2.1.5. Living Quarters (occupied rooms) - Student officers will not enter any other room without permission of the assigned occupant. Student officers will sleep only in their assigned room.
- 3.2.1.6. Living Quarters (floors occupied by student officers of the opposite gender) - Student officers will not enter floors occupied by student officers of the opposite gender without specific prior approval of a member of the Academy Staff.
- 3.2.1.7. Televisions - Televisions located in the common areas of the living quarters are off limits to student officers unless directed otherwise.

### **3.3. ROOM REGULATIONS**

- 3.3.1. Student officers are responsible for the maintenance and upkeep of their assigned room and common areas. All issued and personal gear will be stowed in conformance with Academy standards.
- 3.3.2. Racks (beds) will be made each morning prior to the first formation in conformance to Academy standards. No person will sit or lie on the racks prior to the sounding of taps, unless directed otherwise. Student officers will sleep under the covers of their assigned rack following taps.
- 3.3.3. The doors to student officer rooms will remain open except when changing clothes. It is mandatory that the room door be closed whenever a student officer is changing or is in a state of partial dress. Student officers will be fully clothed whenever moving between their assigned room and the shower area. Fully clothed is defined as wearing footwear, undergarments, pants/shorts, and shirt/t-shirt.
- 3.3.4. Whenever female student officers are changing clothes, the doors at each end of the female floor will be closed.

3.3.5. The last student officer to leave an assigned room is responsible to ensure that the window shades are closed and all lights are shut off. All drawers will be closed, chairs will be pushed in and there will be no dust or debris present in the room.

### **3.4. ROOM CHANGES**

3.4.1. Throughout the SSPO Academy, student officers will periodically be assigned new rooms and new roommates. The purpose of these room changes is to allow student officers to share experiences and become familiar with a variety of other student officers. The room change also prevents student officers from becoming complacent. As with police work, student officer training should reflect an element of uncertainty requiring a person to remain constantly vigilant. The room change exposes student officers to situations requiring that they follow specific orders within given time constraints. It is critical that student officers work together during a room change to meet the objectives within the time constraints.

3.4.2. Room changes will be formal or administrative in nature. Appropriate instruction will be provided to student officers by the Senior Drill Instructor prior to the commencement of a room change.

### **3.5. INSPECTIONS**

3.5.1. Student officers are subject to inspection of their persons, and their personal and issued equipment at all times while at the State Police Academy. The purpose of inspections is to ensure a state of readiness and instill the importance of attention to detail. Inspections may be announced or unannounced and may be conducted on an individual or troop basis.

#### **3.5.2. ANNOUNCED INSPECTIONS**

3.5.2.1. The SSPO Coordinator or designee will advise the SSPO class of a formal inspection at least one hour prior to its start. The SSPO Coordinator or designee will determine the time and scope of the inspection. Student officers will ensure their uniforms, issued equipment, personal items, rooms and common areas are prepared for inspection.

3.5.2.2. At the designated time, the senior member of the inspecting party will enter the area to be inspected followed by assisting Academy staff. The first student officer to observe the entrance of the inspecting party will announce "Attention on deck" and all student officers will come to the position of attention, on either side of their doorway. The student officer(s) assigned to the rack nearest the window will stand on the left side of the door and the other student officer(s) will stand to the right side of the door. The senior officer will be responsible for the inspection of the student officers while the assisting officer(s) will inspect the rooms.

3.5.2.3. When the inspection team is prepared to inspect a student officer and his/her quarters, the senior officer will stop and face the student officer to be inspected. The student officer will identify him/herself by stating "Sir/Ma'am, my name is Student Officer Jones, Sir/Ma'am."

3.5.2.4. The Staff member will visually inspect the uniform of the student officer and may check any gear carried by the student officer, i.e. pocket notebook and gig card. The Staff member may question the student officer to test knowledge or to acquire personal history. While the student officer is being inspected, the assisting officer(s) will inspect the assigned room of the student officer. The assisting officer will record any deficiencies noted during the inspection.

3.5.2.5. Student officers will be advised of any deficiencies and what corrective, disciplinary or remedial action will be taken. At the conclusion of the inspection, student officers will be advised to carry on with their duties.

### 3.5.3. UNANNOUNCED INSPECTIONS

3.5.3.1. Student officers and their gear are subject to inspection at any time. A Supervisory Staff member or Drill Instructor may call a student officer aside whenever they deem it appropriate to conduct an inspection. The inspection may include the student officer's person, uniform, gig card,

pocket notebook, assigned equipment, or an inquiry into a student officer's knowledge of pertinent information.

- 3.5.3.2. The student officer will be advised of any deficiencies and what corrective, disciplinary or remedial action will be taken.

### **3.6. DINING HALL PROTOCOL**

- 3.6.1. Prior to mealtime, student officers will form in a Troop formation on the Rear Company Street. Members of the Academy Staff, Drill Instructors or designated student officer platoon leaders, depending upon the phase of training, will conduct roll call to ensure accountability and pass on any necessary information. During times of inclement weather student officers will be advised to report directly to the dining hall through the tunnels leading from the residential areas. The student officers will file into the mess hall in an orderly manner. Dining hall decorum will reflect the phase of training and will be established by the SSPO Coordinator.

### **3.7. COLOR DETAIL**

- 3.7.1. The Colors will be posted daily, Monday through Friday, on the flagpoles located in the front of the Academy Complex.
- 3.7.2. A Color Detail may be assigned to post the Colors on a daily basis. One member of the Color Detail will be appointed as the Student Officer in Command (OIC) and will be responsible for directing the Color Detail and making the appropriate reports to the Academy Duty Officer.
- 3.7.3. A formal striking of the colors will be scheduled prior to dismissal on Friday afternoons.

### **3.8. TRANSPORTATION AND PARKING**

- 3.8.1. Public transportation is not available for transit to the State Police Academy.
- 3.8.2. Personal vehicles will comply with all provisions of the Massachusetts Motor Vehicle Laws. Unoccupied vehicles will be secured at all times.
- 3.8.3. All vehicles will be parked in a manner such that the front of the vehicle is facing outward.
- 3.8.4. Day One

- 3.8.4.1. Members of the Academy Staff will direct student officers reporting on the first day of training to the designated parking area.
- 3.8.4.2. Student officers will remain seated in their vehicles until instructed otherwise.
- 3.8.4.3. Student officers who are dropped off will retrieve all necessary gear and take a seat in the vehicle of another student officer until the established reporting time.
- 3.8.4.4. During the first week of training student officers are encouraged to identify other student officers who live in close proximity for the purpose of car-pooling.
- 3.8.5. Persons who will be picking up student officers on Friday are instructed to park in the front parking lot and remain in their vehicles pending dismissal of the class.
- 3.8.6. The State Police Academy is located in a rural residential area. Traffic laws are strictly enforced.
- 3.8.7. While commuting to and from the Academy all uniforms and equipment bearing any police insignia will be kept from public view.
- 3.8.8. Student officers will commute in suitable business attire. Males will wear a shirt, tie, slacks, sport coat or suit and appropriate footwear. Females will wear a blouse, slacks and jacket or a business suit. Skirts or dresses will not be worn.

#### **4. BEHAVIOR**

##### **4.1. HARASSMENT, DISCRIMINATION, AND WORKPLACE VIOLENCE**

- 4.1.1. The State Police Academy promotes and maintains a training environment free from harassment, sexual harassment and discrimination. The following definitions are taken from ADM-18 of the Massachusetts State Police Policy and Procedure manual.
- 4.1.2. Harassment is defined as any conduct that denigrates or shows hostility towards an individual or individuals because of his/her race, color, religious creed, national origin, sex, sexual orientation, ancestry, age, handicap or other such category protected under the law that has the purpose or effect of creating an intimidating, humiliating, hostile or offensive work environment; or has the purpose or effect of unreasonably interfering with an individual's work performance.
- 4.1.3. Sexual harassment is defined as unwelcome sexual conduct such as sexual advances, requests for sexual favors, and other conduct of a sexual nature when such actions are explicitly or implicitly made terms of employment or the basis for employment decisions; have the purpose or effect of interfering with work performance; or have the purpose or effect of creating an intimidating, hostile, humiliating or sexually offensive work environment.
- 4.1.4. Discrimination is defined as the unequal and unlawful treatment of persons in employment related decisions because of race, color, religious creed, national origin, sex, sexual orientation, ancestry, age, handicap or other such category protected under the law.
- 4.1.5. Student officers who feel they are being subjected to such conduct or who observe or become aware of such conduct will immediately report the incident to any member of the Academy staff.
- 4.1.6. Student officers are held to the standards set by ADM-18 of the Massachusetts State Police Policy and Procedure manual.
- 4.1.7. Student officers shall familiarize themselves with ADM-18 of Massachusetts State Police Policy and Procedure relating to harassment.

- 4.1.8. The Academy shall maintain a policy of zero tolerance for workplace violence, and shall ensure the workplace environment remains free from any form of violence. (The exceptions to this policy are strictly controlled and scripted training scenarios which assist the student officers in dealing with violence in the course of their police duties.)
- 4.1.9. Student officers shall familiarize themselves with ADM-29 of Massachusetts State Police Policy and Procedure relating to workplace violence.

#### **4.2. CAUSING SERIOUS BODILY INJURY**

- 4.2.1. Under Massachusetts General Laws Chapter 265, Section 40, it is a criminal offense to "willfully, wantonly and recklessly" cause "serious bodily injury" as "part of a course of study or training program at any public or private institution." Violation of the statute is punishable by a fine of not more than \$5000 and/or by imprisonment in a jail or house of correction for not more than two and one-half years. Serious bodily injury is defined as "bodily injury which creates a substantial risk of death or which involves either total disability or the loss or substantial impairment of some bodily function for a substantial period of time."
- 4.2.2. Student officers are required to report any incident in violation of Chapter 265 Section 40 immediately to any member of the Academy staff.

#### **4.3. FRATERNIZATION**

- 4.3.1. Student officers are prohibited from having social contact, either on or off duty, with members of the Academy Staff or any State Police recruit. Any exception to this fraternization rule must receive prior approval of the Commandant.
- 4.3.2. Any inadvertent contact with the above must be reported to the Commandant, through the Director of Specialized Training, immediately upon reporting to duty in the To/From format.

#### **4.4. POLICE POWERS**

- 4.4.1. Student officers have no police powers until a warrant is issued by the Colonel of the State Police.

#### **4.5. OUTSIDE EMPLOYMENT**

4.5.1. Student officers are regulated by their department's policies concerning outside employment. Outside employment that interferes with the training program will not be tolerated and may lead to dismissal from the program. Because of the rigors of the training program, outside employment is strongly discouraged.

4.5.2. Student officers shall not be employed, work, or perform a function, which he/she is compensated for during the 8 hours prior to the training day. Student officers will be well rested and ready to train at 0700.

#### **4.6. SUBSTANCE USE**

##### **4.6.1. ALCOHOLIC BEVERAGES**

4.6.1.1.1. Student officers will not possess, store or bring any alcoholic beverage into the State Police Academy.

4.6.1.1.2. Student officers will not be under the influence of an alcoholic beverage, to any degree, while on Academy grounds or at any Academy training site. The Director of Specialized Training may make exceptions for specific training purposes.

4.6.1.1.3. Student officers are strongly encouraged to limit the consumption of, or refrain from using, alcoholic beverages while on leave.

##### **4.6.2. CONTROLLED SUBSTANCES**

4.6.2.1. Student officers will not possess, use, or have in their system, any controlled substance except those prescribed by a licensed medical practitioner for a legitimate medical purpose.

4.6.2.2. Student officers will maintain prescription and over the counter medications on their person or in a locked receptacle in their assigned room.

##### **4.6.3. USE OF TOBACCO**

4.6.3.1. Student officers will not smoke, use, or possess any tobacco product during duty hours. There is no smoking within the State Police Academy.

##### **4.6.4. FOOD AND BEVERAGES**



4.6.4.1. Student Officers are prohibited from bringing any food or beverage into the Academy without receiving prior written authorization from the Director of Specialized Training. Student Officers are monitored throughout the training program for their nutritional well being.

#### **4.7.PROFANITY**

4.7.1. With the exception of role playing, the use of vulgar, obscene or profane language is strictly prohibited during the Academy training process. The use of racial, ethnic or sexually degrading language is strictly prohibited at all times.

## **5. OUTSIDE CONTACT**

### **5.1. VISITATION**

- 5.1.1. Student officers are prohibited from having visitors while attending training at the State Police Academy. In extenuating circumstances an exception may be authorized by the Director of Specialized Training.

### **5.2. TELEPHONE USE**

- 5.2.1. Student officers are not allowed to use the telephone during duty hours.
- 5.2.2. Student officers shall not possess cellular phones during duty hours unless specifically authorized by the Director of Specialized Training.
- 5.2.3. During extenuating circumstances student officers will be allowed the use of the telephone during duty hours as approved by the Director of Specialized Training.
- 5.2.4. Student officers will have access to the payphones located in the common areas of the residential buildings during designated hours. Student officers will limit telephone conversations to no more than five minutes per day in the interest of allowing telephone access to as many student officers as possible. A Drill or Staff Instructor may authorize expanded use of the telephone for personal and family necessity.
- 5.2.5. Only emergency calls or calls of an urgent nature will be received for student officers. Emergency or urgent calls may be placed to the Academy at 508-867-1000.

### **5.3. MAIL CALL**

- 5.3.1. Student officers will give all outgoing mail to the student officer that is designated as the Mail Clerk. Outgoing mail will be collected as directed by the SSPO Coordinator.
- 5.3.2. The Mail Clerk will deliver incoming mail to student officers as directed by the SSPO Coordinator.

5.3.3. Incoming mail will be addressed as follows:

- 5.3.3.1. Student Officer (Last name, First name, Middle initial)
- 5.3.3.2. Special State Police Officer's Class
- 5.3.3.3. Massachusetts State Police Academy
- 5.3.3.4. 340 West Brookfield Road,
- 5.3.3.5. New Braintree, MA 01531

## **6. PERFORMANCE ASSESSMENT AND TESTING**

### **6.1. NOTEBOOK REGULATIONS**

#### **6.1.1. POCKET NOTEBOOKS**

6.1.1.1. Student officers will be required to maintain a pocket notebook. The pocket notebook will be carried in the right rear trouser pocket and will be subject to inspection at any time. Student officers will receive instruction on how to maintain the pocket notebook in a manner consistent with a Station Daily Administrative Journal. The notebook will act as a reference for daily activities. Student officers will maintain the notebook up to date within two hours. Failure to maintain notebook to standard will be recognized as an inspection failure.

6.1.1.2. When the pocket notebook is filled, the student officer will be issued a new pocket notebook upon request. Old notebooks will be stowed in the appropriate location in the student officer's room available for inspection.

6.1.1.3. The following is a sample of the pocket notebook format:

##### **6.1.1.3.1. Monday April 17, 2005**

6.1.1.3.1.1.	0630 hrs	Arrived at SPA
6.1.1.3.1.2.	0645 hrs	Changed into PT Gear
6.1.1.3.1.3.	0700 hrs	Formation
6.1.1.3.1.4.	0710 hrs	Physical training
6.1.1.3.1.5.	0830 hrs	Topside – Shower – Uniform
6.1.1.3.1.6.	0900 hrs	First Aid class with Trooper Prescott
6.1.1.3.1.7.	1100 hrs	Lunch – Chicken, Green beans, Potatoes

#### **6.1.2. ACADEMIC NOTEBOOKS**

6.1.2.1. Student officers are required to maintain an academic notebook. The academic notebook will be typed and will include notes from all academic classes taken at the Academy. These notebooks will be inspected periodically for format and content. All class notes taken during the week will be typed, placed in the academic notebook, and ready for inspection

prior to the first formation on the following Monday. Academic notebooks may be in outline form.

- 6.1.2.2. The Director of Specialized Training will be responsible for developing performance assessment and testing procedures to evaluate the attainment of course goals and objectives. As part of the process, a series of academic exams will be administered to test the comprehension level of student officers. The SSPO Coordinator, who will ensure that sufficient notice is provided, will schedule academic exams appropriately.

## **6.2. ASSESSMENT AND TESTING**

### **6.2.1. COMPREHENSIVE EXAMINATIONS**

- 6.2.1.1. Comprehensive examinations will include questions from all topics of instruction given prior to the examination. Student officers are responsible for all material taught while at the academy.
- 6.2.1.2. Student officers must achieve a score of seventy percent (70%) or higher to pass an examination. Student officers who achieve less than a score of seventy percent will be required to take a second examination. Failure to receive a passing score of seventy percent or higher on the second examination will be cause for a recommendation for dismissal from the training program.
- 6.2.1.3. First time failures on three examinations will be cause for a recommendation for dismissal from the training program.
- 6.2.1.4. All student officers who fail to achieve a score of seventy percent on any first time examination will receive remedial training prior to the administration of the second examination.
- 6.2.1.5. Provided the student officer passes the second examination, the initial test score will be used in calculating the student officer's overall academic score. For example, if a student officer fails an initial examination with a score of 68, and then passes the second examination, the initial score of 68 will be entered into his/her academic record for the purposes of calculating the final overall academic average.

6.2.1.6. It is mandatory that student officers receive academic counseling after each test failure and at any time Staff Instructors identify a need. The purpose of this counseling is to identify obstacles to success, develop corrective strategies, and review Academy expectations with the student officer. Academic counseling may involve both verbal and written assistance. All counseling sessions will be documented with one copy of the counseling report provided to the student officer and one copy placed in the student officer's academic file.

6.2.1.7. Student officers who miss an examination due to an authorized absence will arrange for a make-up examination through the SSPO Coordinator immediately upon return to the Academy.

6.2.1.8. A student officer will not graduate unless he/she has successfully passed, with a 70% or greater, on all comprehensive examinations.

#### 6.2.2. OTHER TESTING

6.2.2.1. All quizzes, scored reports, practical exercises, or any other scored event requires a passing score of 70% or greater to pass. Student officer's failing to score 70% or better will re-mediated and retested a second time. Failure to receive a 70% or greater on the second attempt could be cause for removal from the program.

6.2.2.2. A student officer will not graduate unless he/she has successfully passed, with a 70% or greater, all quizzes, scored reports, practical exercises, or any other scored event

#### 6.2.3. FINAL AVERAGE AND CLASS STANDING

6.2.3.1. The final overall average determines the class standing of each student officer. Class standing determines seniority within the class.

6.2.3.2. The final average is determined in the following manner:

6.2.3.2.1. Academics - Average of all comprehensive examination scores - 50%

6.2.3.2.2. Classroom Exercises - Includes quizzes, scored reports, comprehensive practical application scores, etc. - 30%

6.2.3.2.3. Physical Training - Average of all tests - 15%

6.2.3.2.4. Staff Performance Evaluation - 5%

**6.3. BULLETIN BOARD**

- 6.3.1. There is a class bulletin board containing pertinent student officer information. Student officers will check the bulletin board at regular intervals as designated by the SSPO Coordinator.
- 6.3.2. Student officers will place their initials next to their name anytime it appears on the bulletin board.

**6.4. INJURY AND ILLNESS/FITNESS GUIDELINES**

- 6.4.1. All members of the State Police Academy Staff are Department of Public Health First Responders. The Academy Staff also includes personnel with advanced certifications.
- 6.4.2. For the purpose of preventing further injury or illness to the student officer or others involved in the training program, student officers will immediately report any injury or illness to a member of the Academy Staff. The staff member will assess the injury or illness and will render the necessary first aid. The student officer may be sent to the Health & Fitness Unit for further assessment depending on the nature of the illness or injury.
- 6.4.3. Whenever a student officer is in a condition or sustains an injury that might preclude him/her from safely participating in the training, the student officer will immediately stop any activity that might aggravate the situation and report the situation to a member of the Academy Staff. All injuries and illnesses incurred during off duty times, which might affect a student officer's ability to safely participate in training, will be reported to a member of the Academy Staff immediately upon returning to the Academy. Failure to report a condition, injury or illness in violation of this policy will be recognized as a violation of the Academy Disciplinary Policy.
- 6.4.4. Student officers are encouraged to report any medication, prescription or over the counter drug, that they are currently taking to a member of the Health & Fitness Staff. Student officers will maintain all prescription and over the counter medications on their person or in a locked receptacle in their assigned

room. Prescribed medications will be carried in the container they were dispensed in.

6.4.5. In the event of injury or illness a student officer may be transported to a medical facility for further examination and treatment. All approved student officer injuries and illnesses sustained while in training at the Academy will be reported as a job related injury or illness. Bills for the treatment of these injuries or illnesses will be the responsibility of the sponsoring department. All expenses resulting from the treatment of injuries or illnesses that are not sustained while in training will be the responsibility of the individual student officer.

6.4.6. Health & Fitness Unit personnel may place student officers on a modified duty status appropriate for their condition as necessary. The student officer will be advised of his/her modified status and the applicable training restrictions. The Health & Fitness Unit will issue the student officer a form that indicates his/her training restrictions. Student officers will bring this information to the attention of any Academy Staff member should they be asked to participate in a restricted training activity.

6.4.7. The Health & Fitness Unit will document all interactions with student officers regarding injuries and illnesses. These interactions along with the student officer's progression will be documented in the student officer's health file.

#### 6.4.8. SICK CALL

6.4.8.1. Sick call will be conducted on a daily basis in the Health & Fitness Unit at a time designated by the Director of Health and Fitness.

6.4.8.2. Student officers may be directed by a member of the Health & Fitness Unit to report to sick call as a follow-up to a reported injury or illness. Student officers who have been directed to report to sick call will notify their squad leader prior to attending sick call.

6.4.8.3. Whenever a student officer feels a need to speak with a member of the Health & Fitness Unit outside the normal sick call period, the student officer will notify a member of the Academy Staff for direction.

#### 6.4.9. HEALTH & FITNESS REVIEW



6.4.9.1. Whenever a student officer has been on any modified duty status for five or more days in any five-week training period, the Health & Fitness Unit will notify the Academy Commandant. The Commandant may convene a Health & Fitness Review Board to inquire into the student officer's ability to continue with the training program. This Board will consist of the Academy Executive Officer, the Director of Specialized Training and the Director of Health and Fitness. The board may call persons who have knowledge of the student officer's injury, illness, training performance and/or current training ability. Some of the issues that the Board may consider include:

- 6.4.9.1.1. the nature and severity of the injury or illness,
- 6.4.9.1.2. medical diagnosis and prognosis of an injury or illness,
- 6.4.9.1.3. the student officer's ability to meet Academy performance standards.

6.4.9.2. Recommendations of the Health & Fitness Review Board will be forwarded to the Academy Commandant for consideration.

## **6.5. WEATHER REGULATIONS**

### **6.5.1. HEAT STRESS AVOIDANCE**

6.5.1.1. The conduct of physical activity during high temperatures and humidity is a potential health threat. The body's system for maintaining a constant body temperature while participating in physical activity at higher temperatures can fail because the rate of evaporative heat loss can be inadequate in hot and humid environments. When the total heat load exceeds the capacity of the body to handle these increases, certain degrees of incapacitation can occur. These difficulties may take the form of heat cramps, heat fatigue, heat exhaustion or heat stroke. The monitoring of conditions that lead to heat stress is a preventative health and safety measure.

6.5.1.2. Appropriate warnings will be posted on the flag pole located behind "B" Building.

6.5.1.3. Category I (Green Flag) - All activities will proceed as usual.

- 6.5.1.4. Category II (Yellow Flag) - Intense physical activities such as endurance running intense callisthenic conditioning, aerobic conditioning, fitness testing, and similar activities are to be modified to reduce sun exposure and should be more strictly supervised.
  - 6.5.1.5. Category III (Red Flag) - The intense physical activities as noted in Category II are conducted inside, or reduced in intensity and constantly supervised.
  - 6.5.1.6. Category IV (Black Flag) - All physical training activities will be conducted indoors. Double-time will be suspended during Category IV.
- 6.5.2. COLD WEATHER AVOIDANCE
- 6.5.2.1. The Massachusetts State Police recognize that training in cold weather is a potential health threat. Health and safety will be a top priority for all personnel involved or associated with cold weather training.
  - 6.5.2.2. In the event of cold weather, the Health & Fitness Unit will monitor the temperature, wind chill and precipitation and will determine what outdoor activities are appropriate.
  - 6.5.2.3. Appropriate warnings will be posted on the flag pole located behind "B" Building.
  - 6.5.2.4. Category I (Green Flag) - All activities will proceed as usual.
  - 6.5.2.5. Category II (Yellow Flag) - Intense physical activities such as endurance running intense callisthenic conditioning, aerobic conditioning, fitness testing, and similar activities are to be modified to reduce sun exposure and should be more strictly supervised.
  - 6.5.2.6. Category III (Red Flag) - The intense physical activities as noted in Category II are conducted inside, or reduced in intensity and constantly supervised.
  - 6.5.2.7. Category IV (Black Flag) - All physical training activities will be conducted indoors. Double-time will be suspended during Category IV.

## **6.6. DISCIPLINARY PROCEDURES/CODE**

6.6.1. Student officers attending the State Police Academy are subject to the disciplinary process outlined in this handbook. This process utilizes a system of progressive discipline tools, which include verbal counseling/correction, To/From letters, gigs, and demerits. Instances of student officer misconduct, on or off duty, will be grounds for disciplinary action up to and including termination from the Academy. The SSPO Academy disciplinary system is not intended to create any rights to continue training, and its use is within the discretion of the Colonel/Superintendent.

6.6.2. Only the highest standards of integrity, discipline, conduct and personal appearance are acceptable.

6.6.3. VERBAL REPRIMAND AND COUNSELING - One method of influencing student officer performance and behavior will be through verbal reinforcement or correction. Many times this can be best accomplished by providing verbal advice, guidance or correction to the student officer.

### **6.6.4. TO/FROM LETTERS (TFL)**

6.6.4.1. The To/From letter (TFL) is the official correspondence between student officers and the Department of State Police.

6.6.4.2. The Director of Specialized Training, the SSPO Coordinator, or a Drill Instructor may order a student officer to submit a TFL to address an infraction or improper behavior amounting to a violation of the Academy Disciplinary Code. The corresponding TFL will address the infraction or behavior and will outline the corrective action the student officer will take to prevent re-occurrence of the violation.

6.6.4.3. Whenever the Director of Specialized Training, the SSPO Coordinator, or Drill Instructor instructs a student officer to submit a TFL, the student officer will note the subject of the TFL in their pocket notebook along with the issuing officer, date and time of the infraction. The student officer will address the letter to the Director of Specialized Training, the SSPO Coordinator, or Drill Instructor, as appropriate, and will follow the proper format as instructed. The student officer will forward this letter to

his/her Squad Leader who will be responsible to deliver it to the Senior Drill Instructor prior to the next morning meal formation. The Director of Specialized Training, the SSPO Coordinator, or Drill Instructor may extend the due time as warranted.

- 6.6.4.4. Upon receipt of this letter, the issuing officer will review the TFL for proper format and content. Any errors will be noted on the letter and returned to the student officer for correction. Discrepancies in the TFL may be grounds for the issuance of a gig or a request for a second TFL at the discretion of the Drill Instructor.

#### 6.6.5. GIG SYSTEM

- 6.6.5.1. A "gig" may be issued by a Drill Instructor for infractions of unacceptable student officer conduct, behavior or performance that are observed by, or reported to a staff member. Upon the receipt of a gig, the student officer will record the gig on their pocket "gig card", which will be carried in the left breast pocket at all times. When advised that a gig has been issued, the student officer will record the infraction, date, time and issuing instructor on their gig card. The student officer will submit a TFL regarding the incident in accordance with the TFL policy. After review, the Director of Specialized Training may recommend further corrective disciplinary action. If further action is warranted the student officer will be notified in writing.

- 6.6.5.2. Five "gigs" are equivalent to one demerit.

- 6.6.5.3. The following are examples of infractions of the Academy Disciplinary Code and may result in the issuance of a gig. This list is not inclusive.

6.6.5.3.1. Failure to meet or maintain grooming standards

6.6.5.3.2. Failure to meet or maintain oral hygiene standards

6.6.5.3.3. Failure to shower as directed

6.6.5.3.4. Failure to maintain equipment to standard

6.6.5.3.5. Violations of the personal appearance policy

6.6.5.3.6. Conduct or behavior violations

6.6.5.3.7. Chewing gum, candy or tobacco products

- 6.6.5.3.8. Talking in ranks
- 6.6.5.3.9. Late for formation or class
- 6.6.5.3.10. Moving while at position of attention
- 6.6.5.3.11. Inappropriate facial gestures
- 6.6.5.3.12. Reporting to assignment or training without proper equipment  
or supplies
- 6.6.5.3.13. Failure to draw or turn in equipment as directed
- 6.6.5.3.14. Walking or double time violations
- 6.6.5.3.15. Use of vulgar or obscene language
- 6.6.5.3.16. Improper response to staff member
- 6.6.5.3.17. Violations of dining room etiquette
- 6.6.5.3.18. Food and beverage violations
- 6.6.5.3.19. Hands in pockets
- 6.6.5.3.20. Violations of uniform policy
- 6.6.5.3.21. Uniform parts unbuttoned or unzipped
- 6.6.5.3.22. Footwear untied
- 6.6.5.3.23. Failure to maintain leather to standard
- 6.6.5.3.24. Belt buckle not centered
- 6.6.5.3.25. Dirt, threads or spots on uniform
- 6.6.5.3.26. Insignia or name tag improperly placed or missing
- 6.6.5.3.27. Violations of classroom etiquette
- 6.6.5.3.28. Sleeping or inattention in classroom
- 6.6.5.3.29. Improper posture or standing position
- 6.6.5.3.30. Violations of room regulations
- 6.6.5.3.31. Bed not made to standard
- 6.6.5.3.32. Failure to store equipment to standard
- 6.6.5.3.33. Failure to turn out lights at appropriate time
- 6.6.5.3.34. Failure to secure valuables or medications
- 6.6.5.3.35. Duty hour violations
- 6.6.5.3.36. Restricted area violations
- 6.6.5.3.37. Bulletin board violations

#### 6.6.6. DEMERIT SYSTEM

- 6.6.6.1. A "demerit" may be issued for violations of the disciplinary code that involve student officer conduct, behavior or performance serious enough to warrant the possibility of dismissal from the Academy.
- 6.6.6.2. Any Academy Staff member or guest instructor who becomes aware of a student officer's behavior or conduct of a serious nature that may warrant the issuance of a demerit will personally report the circumstances of the incident to a Drill Instructor forthwith. The Drill Instructor will request a written observation report from the person making the report. The student officer will be required to submit a TFL documenting the infraction in accordance with the TFL policy. Upon receipt of the necessary documentation, the Drill Instructor will forward all information to the Director of Specialized Training for review and further inquiry as necessary. The Director of Specialized Training will forward the entire package with his/her recommendations to the Academy Executive Officer. The Academy Executive Officer will review the supporting documentation and discuss the merits of the request with the Director of Specialized Training. The Academy Executive Officer will determine if the recommendation is warranted and if so, will forward the recommendation to the Commandant for a final decision. The Commandant may accept, deny or remand the recommendation for further investigation. If a demerit is issued, the student officer will receive written notification, a copy of which will be placed in his/her Academy disciplinary record file.
- 6.6.6.3. One demerit is equivalent to five "gigs."
- 6.6.6.4. The following are examples of violations of the Academy Disciplinary Code that may result in the issuance of a demerit. This list is not inclusive.
  - 6.6.6.4.1. Violations of the Code of Honor
  - 6.6.6.4.2. Violation of the Disciplinary Code
  - 6.6.6.4.3. Insubordination
  - 6.6.6.4.4. Absent without leave
  - 6.6.6.4.5. Criminal and/or illegal behavior

- 6.6.6.4.6. Conduct reflecting discredit to the Academy
- 6.6.6.4.7. Sexual harassment or discrimination
- 6.6.6.4.8. Violations of good order and military discipline
- 6.6.6.4.9. Employment policy violations
- 6.6.6.4.10. Attendance Violations
- 6.6.6.4.11. Leave Violations
- 6.6.6.4.12. Failure to report any of the aforementioned violations
- 6.6.6.5. The final class average of each student officer will be used to determine student officer seniority within the student officer class. An accumulation of each "demerit" will result in a deduction of one (1.0) point from the final class average of the student officer.
- 6.6.6.6. An accumulation of 25 "gigs" or 5 "demerits" or any combination thereof may result in a recommendation of dismissal from the Academy program.

#### 6.6.7. POSTING OF GIGS AND DEMERITS

- 6.6.7.1. As part of the positive systematic method of behavior modification employed at the State Police Academy and in an effort to foster a positive learning environment, all gigs and demerits will be posted on the SSPO bulletin board. This will allow student officers the opportunity to continually monitor their individual and group behavior. This also ensures that each student officer is aware of the exact number of gigs and demerits accumulated. The board will be updated at least every two weeks by the SSPO Coordinator. Student officers will be responsible to reconcile the Gig/Demerit Board for personal accuracy and will notify their Drill Instructor of any discrepancies via a TFL. Student officers will place their initials next to their name verifying the accuracy of the count. The accumulation of gigs and demerits is usually a symptom of an underlying behavioral or disciplinary problem.

## **6.7. PEER EVALUATIONS**

6.7.1. The State Police Academy has adopted the use of a peer evaluation system to assist in assessing and improving student officer performance and behavior.

6.7.2. The SSPO Coordinator, or designee, will administer the Peer Evaluation System. All student officers will be required to complete peer evaluation reports as directed. Peer evaluations will be conducted periodically throughout the training program as determined by the SSPO Coordinator

6.7.3. The SSPO Coordinator will explain the purpose and goals of the Peer Evaluation System to student officers prior to its initial implementation. Student officers will be provided with clear instructions on how to complete the peer evaluation forms. Student officer participation is mandatory.



## **7. LEAVING THE PROGRAM**

### **7.1. RESIGNATION**

- 7.1.1. When a student officer has made a decision to resign from the Academy program, he/she will approach any member of the Academy Staff and notify them of the decision. The staff member will escort the student officer to the Director of Specialized Training or another supervisor. The supervisor will inquire into the reason for the request and inquire if the student officer has considered the consequences of resignation. The supervisor will explain options available to the student officer and will attempt to answer all questions regarding the resignation request. If, following discussion with the supervisor, the student officer still requests to resign, he/she will be referred to the exit interview process.
- 7.1.2. Resignations will normally be processed during duty hours. A student officer who expresses a desire to resign outside of these hours, and is firm in his/her decision, will be encouraged to report to a supervisor during duty hours.
- 7.1.3. Student officers who make a decision to resign during weekend leave are encouraged report to the Academy prior to 0700 hours on Monday morning to complete the exit interview process. If a student officer is unable to report to the Academy by 0700 hours, he/she will contact the Duty Officer by telephone at (508) 867-1000, to inform of the decision to resign. All issued gear is required to be returned to the academy staff.

### **7.2. EXIT INTERVIEW PROCESS**

- 7.2.1. All student officers who request to voluntarily resign from the Academy training program will be directed through the exit interview process. The purpose of the exit interview is to gather information relative to the reason(s) the student officer has chosen to resign.
- 7.2.2. The supervisor designated to conduct the exit interview will explain the reason for the exit interview process and will give the student officer the opportunity to discuss his/her reason(s) for resignation. The student officer should review the completed exit interview form and sign it after reviewing the accuracy of the information it contains.

7.2.3. Following the exit interview, an Academy Staff member will escort the student officer to his/her room to retrieve personal belongings. All State Police issued equipment will be inventoried and accounted for prior to discharge of the student officer.

7.2.4. The staff member will escort the student officer to his/her vehicle or assist the student officer in making arrangements for transportation. It is the responsibility of the student officer to provide for his/her own transportation.

### **7.3. INTERNAL REVIEW BOARD**

7.3.1. The Academy Commandant may convene an Internal Review Board to consider cases where student officers are failing to meet acceptable standards.

7.3.2. The Internal Review Board will consist of the Academy Executive Officer, the Director of Specialized Training and one other staff member designated by the Academy Commandant.

7.3.3. In the event an Internal Review Board is convened, the student officer will receive written notification of the date, time and location of the hearing, and the reasons the board is being convened. The purpose of the hearing is to allow the Academy Commandant to gather facts to support a recommendation for the continued status of a student officer. This hearing is not intended to confer a right to a hearing on behalf of a student officer or provide a forum for the student officer to dispute any recommendation. The Internal Review Board will determine the extent of evidence or testimony necessary to render a final independent recommendation. The recommendation of the Internal Review Board will be forwarded to the Academy Commandant for review.

7.3.4. Board findings will result in one of the following recommendations:

7.3.4.1. Retention - In the opinion of the Board the student officer can make appropriate adjustments and successfully complete the training program;

7.3.4.2. Dismissal for Cause with Prejudice - In the opinion of the Board the student officer should be removed from the program without the privilege of re-admission;

7.3.4.3. Dismissal without Prejudice - In the opinion of the Board the difficulties arise from circumstances that are of a temporary nature which would preclude successful completion of the current course of instruction. A recommendation for Dismissal without Prejudice does not provide the student officer any guarantee or promise of appointment to a future student officer class. Any future consideration for appointment is subject to the student officer's eligibility at such time under applicable Massachusetts State Police standards and eligibility under the law.

7.3.5. The Commandant will make the final recommendation after reviewing the documentation forwarded by the Internal Review Board.

7.3.6. Recommendations for dismissal will be processed in accordance with the dismissal procedure outlined herein.

#### **7.4. DISMISSAL FROM THE TRAINING PROGRAM**

7.4.1. The Academy Commandant may recommend to the Colonel/Superintendent, through appropriate channels, that a student officer be dismissed from the training program. The reasons supporting a recommendation for dismissal include, but are not limited to:

7.4.1.1. An accumulation of twenty-five gigs with supporting documentation

7.4.1.2. An accumulation of five demerits with supporting documentation

7.4.1.3. An accumulation of any combination of gigs and demerits equal to five demerits, with supporting documentation

7.4.1.4. Possession of alcoholic beverage and/or non-prescribed controlled substance while on Academy grounds or use of tobacco during duty hours

7.4.1.5. Failure of any Comprehensive Examinations followed by failure on the make-up exam

7.4.1.6. Failure of any three initial Comprehensive Examinations

7.4.1.7. Failure of any quizzes, scored reports, practical exercises, or any other scored event and an inability to pass any retake after remediation.

7.4.1.8. Failure to maintain attendance standards

7.4.1.9. Demonstrated lack of ability to perform in a manner consistent with the current phase of the training program

- 7.4.1.10. Demonstrated pattern of conduct which has the potential for bringing the Massachusetts State Police, or sponsoring department, into disrepute or reflects discredit upon the person as a future Special State Police Officer, or that which has the potential to impair the operation, efficiency or effectiveness of the sponsoring department.
- 7.4.2. The Colonel/Superintendent may independently act on the recommendation for dismissal or may, at his/her discretion; select an external hearing board consisting of three Commissioned or Staff Officers not assigned to the Academy Staff, to conduct an independent examination of the evidence supporting the recommendation for dismissal. In the event an external hearing board is convened, the student officer will receive written notification of the date, time and location of the hearing, the grounds for dismissal and the disciplinary action that may be administered. The purpose of such a hearing is to allow the Department to gather facts regarding the recommendation for dismissal and is not intended to confer a right to a hearing on 'behalf of a student officer or provide a forum for the student officer to dispute the recommendation for dismissal. The external review board will determine the extent of evidence or testimony necessary to render a final independent recommendation. The recommendation of the external review board will be forwarded to the Colonel/Superintendent for final action.



# Department of State Police

## General Order

Effective Date	December 6, 2004	Number	ADM-18
Subject	Anti-Harassment/Sexual Harassment and Discrimination		

### Policy

The Department of State Police shall promote and maintain a working environment free from harassment, sexual harassment and discrimination.

The Department has also adopted the Commonwealth of Massachusetts' Policy for the Prevention and Elimination of Sexual Harassment in the Workplace (revised June 23, 1997).

### Harassment Investigation Unit

The Harassment Investigation Unit is comprised of Commissioned Officers assigned by the Colonel/Superintendent. The Unit reports to the Division of Standards and Training. The Division Commander for Standards and Training, or his/her designee, shall act as the Sexual Harassment Officer for the Department. S/he shall notify affected parties of the findings and determinations of harassment, sexual harassment, or discrimination investigations.

All complaints and reports of harassment, sexual harassment or discrimination shall be forwarded to the Harassment Investigation Unit. An investigator shall conduct an investigation, or recommend an alternative avenue for resolution.

All Supervisors (except for Supervisors assigned to the Ombudsman Office and/or Employee Assistance Unit) shall immediately report incidents of harassment, sexual harassment or discrimination to the Harassment Investigation Unit.

### Discrimination Defined

The unequal and unlawful treatment of persons *in employment related decisions* because of race, color, religious creed, national origin, sex, sexual orientation, ancestry, age, handicap or other such category protected under the law.

### Discrimination Examples

Any conduct, where the Department bases:

- employment decisions solely on the race of different applicants; or
- assignment solely on the age of an employee.

### Harassment Defined

Any conduct that denigrates or shows hostility towards an individual or individuals because of his/her race, color, religious creed, national origin, sex, sexual orientation, ancestry, age, handicap or other such category protected under the law that:

- has the purpose or effect of creating an intimidating, humiliating, hostile or offensive work environment; or
- has the purpose or effect of unreasonably interfering with an individual's work performance.

**Harassment Examples**

Harassment is any behavior involving:

- Epithets or slurs based on an individual or group's race, color, religious creed, national origin, sex, sexual orientation, ancestry, age, handicap or other such category protected under the law; or
- Other verbal or physical conduct that denigrates or shows hostility or aversion towards an individual or group based on race, color, religious creed, national origin, sex, sexual orientation, ancestry, age, handicap or other such category protected under the law.

**Sexual Harassment Defined**

Unwelcome Sexual Conduct such as: *sexual advances, requests for sexual favors*, and other *conduct of a sexual nature* when such actions:

- Are explicitly or implicitly made *terms of employment* or the *basis for employment decisions*;
- Have the *purpose* or *effect* of interfering with work performance; or
- Have the *purpose* or *effect* of creating an *intimidating, hostile, humiliating, or sexually offensive* work environment.

**It is not necessary to meet the threshold of sexual harassment as defined by law to be considered a violation of this policy.**

**Sexual Harassment Examples**

Examples of Sexual Harassment include:

- Direct sexual advances or assaults;
- Sexual inquiries, jokes, and epithets;
- Derogatory comments about a person's sex or sexual orientation;
- Other forms of verbal abuse of a sexual nature, such as whistling or catcalling;
- Offensive or unnecessary touching, pinching, patting, etc.;
- The display of sexually suggestive posters, photographs, or objects; or
- An employee receiving job benefits contingent on sexual favors (quid pro quo).

**Sexual Harassment Victims**

Victims of sexual harassment <u>can</u> be	The harasser <u>can</u> be
of the same or different gender as the harasser	of either gender
a third person who is not the intended target of the harassment	any employee or in certain circumstances someone who is not an employee (vendors, contractors)

**Liability and Sanctions**

Employees may be **personally liable** if they engage in harassing, sexually harassing or discriminatory behavior.

Any employee found to have engaged in harassment, sexual harassment or discrimination in violation of this policy is **subject to disciplinary action up to and including termination**.

Supervisors may potentially be **personally liable** if they **knew or should have known** about incidents of sexual harassment, and did not take appropriate corrective action.

The Department may not be held responsible in harassment, sexual harassment and discrimination cases if it can show that it took prompt and appropriate corrective action.

**Complaint  
Procedure**

Step	Action
1	<p>Report cases of harassment, sexual harassment or discrimination:</p> <ul style="list-style-type: none"> <li>• To a supervisor, who shall assist in immediately reporting the complaint to the Harassment Investigation Unit; or</li> <li>• Report directly to the Harassment Investigation Unit at (508) 820-2305, and 820-2683; and</li> <li>• Submit the completed Anti-Harassment, Sexual Harassment and Discrimination Complaint Form (SP387) to the Harassment Investigation Unit.</li> </ul>
2	<p>The Harassment Investigation Unit shall expeditiously respond to the complainant, and follow proper reporting and investigating procedures. These procedures include the Department's Resolution Process as outlined in the Equal Employment Opportunity and Affirmative Action Plan. Sexual Harassment complaints shall be handled in the manner prescribed by the Commonwealth's Sexual Harassment Policy.</p>
3	<p>An employee may also file a complaint with:</p> <ul style="list-style-type: none"> <li>• Massachusetts Commission Against Discrimination One Ashburton Place, Room 601 Boston, MA 02108-1599 Telephone 617-727-3990</li> <li>• State Office of Affirmative Action One Ashburton Place, Room 213 Boston, MA 02108-1516 Telephone 617-727-7441</li> <li>• U.S. Equal Employment Opportunity Commission One Congress Street, 10<sup>th</sup> Floor Boston, MA 02114 Telephone 617-565-3200 or 800-669-4000</li> </ul>
4	<p>If the Harassment Investigation Unit receives a complaint of harassment or discrimination they shall advise the Department's Affirmative Action Office.</p>

Subject	Anti-Harassment/Sexual Harassment And Discrimination	Number	ADM-18
---------	--	--------	--------

## RESPONSIBILITIES

Position	Duties
Supervisors	<ul style="list-style-type: none"> <li>Aggressively monitor the workplace to prevent and detect harassment, sexual harassment, and discrimination.</li> <li>Take appropriate corrective action to stop all types of harassment, sexual harassment, and discrimination.</li> <li>Assist any employee in filing a complaint, or obtaining information on the Commonwealth's Sexual Harassment Policy.</li> <li><b>Immediately report incidences of harassment, sexual harassment, or discrimination to the Harassment Investigation Unit.</b></li> </ul>
Harassment Investigation Unit	<ul style="list-style-type: none"> <li>Publicize their availability to all agency employees and maintain an accessible office.</li> <li>Attend training, assess training needs, and arrange training for other employees.</li> <li>Distribute information on the Commonwealth's Sexual Harassment Policy and complaint procedure to all employees.</li> <li>Receive and investigate reports of harassment, sexual harassment, and discrimination in a confidential and expeditious manner.</li> <li>Maintain confidential, accurate, and current records of reports of harassment, sexual harassment, and discrimination.</li> </ul>
<u>All</u> Employees	<ul style="list-style-type: none"> <li>Shall not engage in harassing, sexually harassing, or discriminatory behavior.</li> <li>Shall cooperate in investigations of harassment, sexual harassment, and discrimination.</li> <li>Shall actively participate in the Department's efforts to prevent and eliminate harassment, sexual harassment, and discrimination.</li> </ul>

### Exceptions

All employees should be aware that conversations with the Ombudsman and/or Employee Assistance Unit are considered confidential and that these units are **not** the proper venue to notify the Department of harassment, sexual harassment or discrimination complaints. Supervisors assigned to those units are not required to report such complaints through the official chain of command.

### Retaliation

Any retaliation against an individual who has complained about harassment, sexual harassment or discrimination and any retaliation against individuals for cooperating with an investigation of a harassment, sexual harassment or discrimination complaint is unlawful and shall not be tolerated.

### Distribution of Policy

This policy shall be posted at all Department facilities and a copy of this policy shall be given to each employee as soon as possible upon hiring, and annually thereafter. A copy shall be made available by any Supervisor or a member of the Harassment Investigation Unit upon request.



Subject	Number
<b>Anti-Harassment/Sexual Harassment And Discrimination</b>	<b>ADM-18</b>

## **Commonwealth Policy**

The Department shall adhere to the Commonwealth of Massachusetts' Human Resources Division Policy for the Prevention and Elimination of Sexual Harassment in the Workplace (revised June 23, 1997).

## **Findings**

In the event that an investigation is conducted regarding a harassment, sexual harassment or discrimination complaint, the findings shall be:

- Sustained\*
- Not Sustained
- Exonerated
- Unfounded\*

Cases involving sexual harassment shall conform to the findings defined in the Commonwealth's policy and shall be classified as listed above.

Cases in which the complainant has withdrawn their complaint shall be classified as *Withdrawn*. Cases that are recommended for an alternate resolution shall be classified as *Referred*. In all cases, a record will be made in the case file. All findings, withdrawals and referrals shall be reviewed and approved by the Division Commander of Standards and Training.

*\* A Sustained or Unfounded complaint may be deemed a violation of ADM-18 and shall be dealt with under the Rules and Regulations of the Massachusetts State Police.*

## **References**

M.G.L. c.151B, s.3, 3A, and 4; M.G.L. c.214, s.1C.  
Title VII of the Civil Rights Act of 1964  
Commonwealth of Massachusetts' Human Resources Division Policy for the Prevention and Elimination of Sexual Harassment in the Workplace (revised June 23, 1997)  
Equal Employment Opportunity And Affirmative Action Plan  
CALEA 26.1.3  
Equal Opportunity and Affirmative Action ADM 36  
Employee Assistance Unit SUP-04  
Office of the Ombudsman SUP-12

Promulgated By:



# Department of State Police

## General Order

Effective Date	Number
March 12, 2004	ADM-29
Subject	
Workplace Violence	

### Policy

The Department shall maintain zero tolerance for workplace violence and ensure the workplace environment remains free from any form of violence. This policy to prevent and eliminate workplace violence does not apply to situations where troopers are exposed to threats or violent acts from persons in their care or custody, or the public at large, as an unavoidable component of the lawful performance of their law enforcement duties. The Commonwealth recognizes that some occupations, such as that of a police officer, have inherent dangers associated, which are addressed by the Department in other ways such as training.

### Workplace Violence Defined

Workplace shall be defined as:

- Any Commonwealth owned or leased property;
- Any location where Commonwealth business is conducted;
- Site where an employee is considered on duty;
- Commonwealth vehicles or private vehicles being used for Commonwealth business; or
- Any location if the violence has resulted from an act or decision made during the course of conducting Commonwealth business.

Workplace violence shall include, but is not limited to:

- Intimidation or threats communicated by any means;
- Physical assault and/or battery;
- Threats and/or acts of intimidation communicated by any means that cause an employee to be in fear of their own safety;
- Disruptive or aggressive behavior that causes a reasonable person to be in fear of their own safety or that of a colleague or that causes the disruption of workplace productivity; or
- Property damage.

Incidents of workplace violence may be acted out individually or take place between:

- Employee(s) and employee(s);
- Employee(s) and clients/customers/vendors,
- Employee(s) and acquaintances/partners; and
- Employee(s) and the general public.

Subject	<b>Workplace Violence</b>	<b>ADM-29</b>
---------	---------------------------	---------------

---

**Workplace Violence Coordinator**      The Workplace Violence Coordinator shall be a Commissioned Officer assigned by the Colonel/Superintendent. The Workplace Violence Coordinator shall report directly to the Commanding Officer of the Division of Standards and Training.

---

**Workplace Violence Safety Incidence Team**      The Deputy Superintendent shall designate employees to the Workplace Violence Safety Incidence Team and provide such names to the Commonwealth's Human Resource Division. The established team shall consist of:

- A commissioned officer or senior manager from each Division; and
- Representation from the Department's Human Resources, Employee Relations, Training and Legal Sections.

---

**Liabilities and Sanctions**      Any employee found to have engaged in any act of workplace violence, in violation of this policy is subject to disciplinary action up to and including termination.

Disciplinary action may also include requiring the employee to participate and to successfully complete counseling, anger management education, or other appropriate programs.

The Department may consider acts of workplace violence, along with an employee's success in completing recommended programs, within the promotional process and other work related determinations (where not prohibited by statute, regulation or collective bargaining agreement).

---

**Responsibilities**

Position	Duties
Department Employees	<p>Department Employees shall:</p> <ul style="list-style-type: none"> <li>• Not engage in workplace violence behavior;</li> <li>• Immediately report any incidents, threat of incident, or potential incidents of workplace violence to their immediate supervisor;</li> <li>• Cooperate in investigations of workplace violence; and</li> <li>• Actively participate in the Department's efforts to prevent and eliminate workplace violence.</li> </ul>
Sworn Personnel	<p>Sworn Personnel shall:</p> <ul style="list-style-type: none"> <li>• Promptly respond to reports of workplace violence;</li> <li>• Take appropriate and immediate enforcement action in response to an incident to ensure the safety of those involved;</li> <li>• Follow proper reporting and investigating procedures as prescribed by the Department and by Executive Order No. 442;</li> <li>• Conducted the investigation in a manner that is sensitive to the safety concerns and privacy of the victim(s), the perpetrator, and all witnesses; and</li> <li>• Forward a copy of the final report for all workplace violence incidents, through channels, to the Workplace Violence Coordinator.</li> </ul>

Continued Next Page

Subject	Workplace Violence	ADM-29
---------	--------------------	--------

**Responsibilities  
(Continued)**

Position	Duties
Supervisors	<p>Supervisors shall:</p> <ul style="list-style-type: none"> <li>• Aggressively monitor the workplace to prevent and detect workplace violence;</li> <li>• Take appropriate corrective action to stop workplace violence;</li> <li>• Immediately report incidences of workplace violence to the Troop/Section Duty Officer and the Workplace Violence Safety Incidence Team Member designated for their Division, and as otherwise may be prescribed for the incident;</li> <li>• Assist the employee/victim of a workplace violence incident by providing any additional support or services necessary to ensure protection and safety of the employee from further episodes of workplace violence;</li> <li>• Make appropriate referrals to the Employee Assistance Unit, Ombudsman Office, or Human Resources Section as needed; and</li> <li>• Make notification to the Workplace Violence Coordinator, <b><u>within 72 hours of the incident</u></b> through <i>SP 390 Workplace Violence Incident Report</i>.</li> </ul>
Station/Section /Unit Commanders	<p>Station/Section/Unit Commanders shall:</p> <ul style="list-style-type: none"> <li>• Ensure, if necessary, written workplace protection plans are devised for employee(s) who are victims of workplace violence; and</li> <li>• File a copy of the workplace protection plan with the Workplace Violence Coordinator.</li> </ul>
Workplace Violence Safety Incident Team	<p>Workplace Violence Safety Incident Team shall:</p> <ul style="list-style-type: none"> <li>• Meet as needed, to devise, review policies, procedures and safety protocols for workplace violence;</li> <li>• Ensure, when necessary, written workplace protection plans for employees who are victims of workplace violence are operative;</li> <li>• Ensure consistent and coordinated responses to acts of workplace violence;</li> <li>• Evaluate and/or make additional notification, recommendations as required when notified of an incident of workplace violence by a supervisor; and</li> <li>• Review and evaluate any serious or critical incidents of workplace violence and make any appropriate recommendations to the Workplace Violence Coordinator necessary to enhance safety considerations.</li> </ul>

Continued Next Page

Subject	<b>Workplace Violence</b>	<b>ADM-29</b>
---------	---------------------------	---------------

**Responsibilities  
(Continued)**

Workplace Violence Coordinator	<p>The Workplace Violence Coordinator shall:</p> <ul style="list-style-type: none"> <li>• Review all final reports of workplace violence incidents and make appropriate recommendations to the Commanding Officer of the Division of Standards and Training and the Workplace Violence Safety Incident Team;</li> <li>• Coordinate and schedule meetings as needed with the Workplace Violence Safety Incident Team;</li> <li>• Maintain a separate repository file for reports on workplace violence incidents; and</li> <li>• Annually report statistical data relative to workplace violence incidents within the Department to the Commanding Officer of the Division of Standards and Training.</li> </ul>
Human Resources Section	<p>The Human Resources Section shall:</p> <ul style="list-style-type: none"> <li>• Coordinate with Workplace Violence Coordinator and the Commonwealth's Human Resources Division regarding Workplace Violence Training;</li> <li>• Assess the Department's training needs, attend and arrange for training for all Department employees through coordination with Division of Standards and Training and Academy Staff Personnel; and</li> <li>• Maintain all civilian records of those trained in workplace violence.</li> </ul>

**Exceptions**

All employees should be aware that conversations with the Ombudsman Office and/or Employee Assistance Unit are considered confidential and that these entities are not the proper venue for notification to the Department for workplace violence complaints or incidents.

**Retaliation**

Any retaliation against an individual who has complained about workplace violence and any retaliation against individuals for cooperating with an investigation of workplace violence are prohibited and shall not be tolerated.

**Distribution  
of Policy**

This policy shall be posted at all Department facilities and a copy of this policy shall be given to each employee as soon as possible upon hiring.

**Executive  
Order No. 442**

The Department shall adhere to Executive Order No. 442 (October 30, 2002).

**References**

Commonwealth of Massachusetts' Executive Order No. 442 (October 30, 2002)  
Employee Assistance Unit SUP-04  
Office of the Ombudsman SUP-12

Promulgated By:

**Colonel Thomas J. Foley**